

## Local Records Retention Schedules

Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules.

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August 2009

## Election Authority Records Retention Schedule

See also the [General Records Retention Schedule](#).

### Using this Records Retention Schedule

Everyday local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value.

The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

### What is a Record?

A "**record**" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

### Non-Records

Even though records include a broad spectrum of recorded information, not all recorded information is a record. According to Section 109.210(5) RSMo, the following are not records: "...Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."

Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)
- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.

- Materials received from other activities that require no action (official copies of which are retained by the office of record).
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

### **The Value of Local Government Records**

Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of preservation microfilming. Examples of permanent records include year-end reports; minutes; property records such as deeds; and birth, death and marriage records.

Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.

### **Statutory Authority for Establishing Records Retention Requirements**

In 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies. In 1972, Missouri's Business and Public Records Law (Chapter 109) was expanded to include local government. Thus, the Missouri Local Records Board was established to set retention times for local government records. The 16-member board, chaired by the Secretary of State, consists of local government officials from all classes of counties and cities, elementary and secondary education, higher education and a person active in historical society groups.

Supplemental to the Local Records Board, the Records Management and Archives Service of the Secretary of State's office provides assistance to local governments and implements board policy.

### **Application of the Records Retention Schedule**

This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide and without seeking further approval from the Local Records Board, any local government may regularly dispose of any of its records that appear on this schedule. The schedule is subject to the following exceptions and limitations:

- A. Local government offices may retain any of their records beyond the retention periods set by the schedule, as they deem necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.
- B. This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.

- C. This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.
- D. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules. All schedules are available on the Secretary of State's website at

<http://www.sos.mo.gov/archives/localrecs/schedules>

### **Destruction of Records**

The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.

The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

The retention schedule does not prescribe the method of destruction (shredding, burning, landfills, etc.); however, record series with a disposition of *Destroy securely* contain confidential data. These records should be destroyed under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed.

### **Preservation of Permanent Records**

A fundamental, yet often neglected obligation of local government is to care for its permanent records-in this case, some of the records that it generates and receives. The records that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a record's medium-paper, magnetic tape, film, etc. -and the quality of the environment in which it is kept-temperature, humidity, light, and air-determines the severity and rate of its deterioration.

By microfilming older, deteriorating, but permanently valuable records, local governments can generate durable copies for research and prevent further damage or deterioration of the original. When filmed, processed, and maintained to archival specifications, the master negative will ensure that permanently valuable records are preserved for generations to come.

*The Missouri Local Records Grant program can provide financial assistance in the form of grants-in-aid to supplement local funds for preservation initiatives, such as archival supplies, shelving and preservation microfilming.*

### **A Note about Electronic Records**

Permanent records existing solely in electronic form are in danger of becoming inaccessible through media decay and hardware/software obsolescence. Periodic migration and transfer of permanent records to stable preservation media, such as microfilm, should be considered as a best practice for local government to fulfill its statutory responsibility to maintain permanent records.

## **A Note about Retention Periods**

This schedule provides minimum retentions. Local authorities may choose to keep a particular series or record for a longer period of time. It should be kept in mind, however, that a record kept beyond its listed retention must be made available for inspection upon request.

## **Retention Definitions:**

**COA=Completion of Audit.** Note that COA is coupled with a lot of 5-year entries to help encourage regular audits. Not all jurisdictions are required to have audits by statute. Audits for some municipalities are governed by the level of federal financing for bonds and public improvements, and thus are governed by federal retentions. Most municipalities are governed by their local authority (alderman, council, mayor, etc.) for auditing policy. Local jurisdictions may consult RSMo 29 to review the State Auditor's chapter for petition audits (see RSMo 250 for large capital projects such as bonds for water and sewer). For general auditing explanations and advice we recommend that clerks contact the State Auditor's office at 573.751.4213.

**DCA=Destroy in Current Area/Reference.** Series with these retentions are considered "reference" records and may be destroyed when they are no longer of use.

## **Modifications and Additions**

Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. Furthermore, because local governments are so large, it is impractical to consult with every office regarding specific schedule entries. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors and there may be some important record series not addressed here which need to be added. The Local Records Program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.

**For further information on any records management or preservation issue, please contact:**

Missouri Secretary of State  
Local Records Preservation Program  
PO Box 1747, Jefferson City, MO 65101-1747  
Telephone: (573) 751-9047  
Fax: (573) 526-3867

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## Election Authority Records Retention Schedule

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See also the [General Records Retention Schedule](#).

### 028.001

#### Absentee Ballot Requests

*Also Called:*

Application for Absentee Ballot; Permanently Disabled Absentee Application; Intrastate Absentee Ballot Application; Interstate Absentee Ballot Application; Application by New Resident for Presidential Ballot

*Function:*

Documents a citizen's request for a ballot to be sent to them for the purpose of voting, without going to their designated polling place. The Permanently Disabled Absentee Application arranges for automatic delivery of an absentee ballot application to a permanently disabled registered voter. Interstate, Intrastate, and New Resident applications provide information that will allow a previously registered voter to vote in a new location after the deadline for new registration.

*Content:*

May include, but is not limited to: county; date; name of applicant; name and date of election; name or number of ward and township or precinct; city or town; address of applicant; reason for not being able to vote on election day; mailing address; party, if primary election; signature of applicant; relationship of person issuing request if not applicant; date application received; application presented in person or by mail; date ballot mailed or delivered; sent by (name of election authority); by (name of deputy). Intrastate, Interstate, and New Resident applications include previous address and statement of

*Minimum Retention:*

Retain Permanently Disabled Absentee Application until voter is removed from Permanently Disabled List. Retain military requests through two federal general elections. Retain all others 22 months\*.

*Disposition:*

Destroy

*Note:*

\*Non-federal election materials may be destroyed when 1 year old; the election authority must consider the caveats in RSMo 115.493.

*Approval Date:*

8/24/2005

### 028.002

#### Absentee Voter Lists and Reports

*Also Called:*

Absentee Ballot Number Report; Absentee Voting Credit Report; Absentee Roster; Absentee Bundle List

*Function:*

Lists and/or reports prepared by the election authority to document requests for and the return of absentee ballots.

*Content:*

May include, but is not limited to: county; date report processed; date report printed; name and date of election; ballot number; absentee voter name and number; date ballot sent; date ballot received; ballot status (accepted or rejected); reason for rejection. Absentee Bundle List contains precinct number; township; assigned number; name and address of

*Minimum Retention:*

22 months\*

*Disposition:*

Destroy

*Note:*

\*Non-federal election materials may be destroyed when 1 year old; the election authority must consider the caveats in RSMo 115.493.

*Approval Date:*

8/24/2005

**028.003****Advance Voting Plan**

*Also Called:*

*Function:*

In accordance with RSMo 115.126, this was a onetime filing requirement, due December 31, 2002, to notify the Secretary of State of locations of advance voting sites and estimated cost of implementation of the advanced voting system.

*Content:*

May include, but is not limited to: name and signature of county clerk; county; date of report; location of up to four voting sites; total cost estimate; breakdown of cost into personnel, equipment/technology, and miscellaneous categories.

*Minimum Retention:*

Reference

*Disposition:*

Destroy

*Note:*

The Secretary of State maintains official copy.

*Approval Date:*

8/24/2005

**028.004****Appointments of Election Workers**

*Also Called:*

Certificate of Appointment of Judge of Election; Appointment and Oath of Special Deputy Voter Registration Clerk; Challenger Designation; Challenger Appointments; List of Election

*Function:*

Official statement by election official or political party committee chairman of appointment of election personnel, deputy voter registration clerk, or designated challenger; list provides names and contact information of appointed personnel.

*Content:*

May include, but is not limited to: name of county; name of county clerk or committee chairman; date of appointment; precinct; period of service; political party; name of appointee; position; date of certificate; applicable state statutes; signature of county clerk or committee chairperson. List includes address and phone number of each poll worker; designation of judge or supervisor; if courthouse worker, name of team, hours of work, and

*Minimum Retention:*

22 months\*

*Disposition:*

Destroy

*Note:*

\*Non-federal election materials may be destroyed when 1 year old; the election authority must consider the caveats in RSMo 115.493.

*Approval Date:*

8/24/2005

**028.005****Ballot Petitions**

*Also Called:*

*Function:*

The means by which any group of registered voters can request an item or question be placed on an election ballot.

*Content:*

Sheets of uniform size, no larger than 8 ½ x 14 inches; signatures of registered voters of the same county numbering at least 15 percent of the total votes cast in the county for governor at the last gubernatorial election; request for the question to be placed on the official ballot; official wording of the question; circulator's affidavit with signature and address; signature and seal of Notary Public.

*Minimum Retention:*

3 years from time of submission

*Disposition:*

Destroy

*Note:*

*Approval Date:*

8/24/2005

## 028.006

### Ballot Preparation Records

*Also Called:*

Notice of Offices for which Candidates are to be Nominated; Election Proofs; Certification of Candidates and Party Emblems; Certificate of Nomination; Official Ballot Form with Accompanying Secretary of State Certificate; Municipal or Special District Election Notification; Ballot Colors; Ballot Style Listing

*Function:*

Provides documentation of candidates, issues, party names and emblems, ballot size and colors, and any additional information required to produce legal ballots for an election.

*Content:*

May include, but is not limited to: notification by Secretary of State listing name and date of election, first and final dates of candidate filing, location of filing according to office sought, list of offices sought, notice of voter registration accessibility, signatures and seals of Secretary of State and county clerk; notification by Secretary of State listing name and date of election, each political party's emblem and list of candidates, certification as true and correct; notification by Secretary of State of official ballot forms for federal, state or judicial candidates, statewide ballot measures, constitutional convention, or other applicable ballot type, accompanied by a certificate of compliance with state or federal statutes; proofs of all printed ballot materials and current precinct information sent by the printing agency for verification in preparation for printing all official election materials; letters and notifications from municipalities or special districts of issues or candidates for election, which may also include sample ballot forms and copies of resolutions and/or meeting minutes authorizing the election; identification of color of ballot according to precinct and school district.

*Minimum Retention:*

22 months\*

*Disposition:*

Destroy

*Note:*

\*Non-federal election materials may be destroyed when 1 year old; the election authority must consider the caveats in RSMo 115.493.

*Approval Date:*

8/24/2005

## 028.007

### Ballots

*Also Called:*

Voted Ballots; Absentee Ballots; Federal Ballots; Sample Ballots; Unused Ballots; Defective Ballots; Spoiled Ballots, Verified Provisional Ballots; Unverified Provisional Ballots; includes all ballot types.

*Function:*

The official list showing all candidates, ballot issues and ballot questions upon which an eligible elector is entitled to vote at an election, including ballots that are unused, voted, absentee, provisional, defective, spoiled, replacement, or mailed and returned by post office as undeliverable to inactive voters in mail ballot elections.

*Content:*

May include, but is not limited to: jurisdiction; name and date of election; instruction to voters; candidates or issues for election. Sample ballots will have the words "sample ballot" in a prominent position on the form.

*Minimum Retention:*

22 months\*

*Disposition:*

Destroy

*Note:*

\*Non-federal election materials may be destroyed when 1 year old; the election authority must consider the caveats in RSMo 115.493. Unused ballots may be destroyed after canvass and challenge period have passed.

*Approval Date:*

8/24/2005

## 028.008

### Campaign Finance Reports and Related Documents

*Also Called:*

Personal Financial Disclosure Statements; Campaign Contributions and Expenditures; Personal Financial Disclosure Notice; Candidate Acknowledgment; Ethics Commission Documentation; Committee Electronic Filing Agreement; Notice to Candidate

*Function:*

To make public all contributions and expenditures of a candidate or his campaign committee that surpass a set dollar amount as prescribed by law; notification of candidates of their financial reporting obligations. The Committee Electronic Filing Agreement acknowledges that all campaign finance reports will be filed electronically with the Missouri Ethics Commission from that date forward, in lieu of filing paper format reports with the local

*Content:*

May include, but is not limited to: committee contact information; election type and date; receipts; expenditures; contributions made; other disbursements; money on hand; indebtedness; contributions and loans received; fund raising activities; acknowledgment of receipt of notice concerning candidate's financial reporting obligation; acknowledgment of receipt of summary of laws of candidates for election to office. The Electronic Filing Agreement may include, but is not limited to: date; name and address of executive director of Ethics Commission; name of committee, including Ethics Commission ID number; statement agreeing to file electronically rather than with local jurisdiction; authorized signature and title; date signed; date stamp of Missouri Ethics Commission showing date

*Minimum Retention:*

Retain Personal Financial Disclosure Statements, Campaign Contributions and Expenditures, and Committee Electronic Filing Agreement for 5 years. Retain Personal Financial Disclosure Notices for 1 year.

*Disposition:*

Destroy securely

*Note:*

In counties or cities with populations of 100,000 or less, candidates only file locally, with the exception of county clerk and circuit judge. Candidate Acknowledgments are considered an obsolete record, and are not required to be kept. The official copy of the Committee Electronic Filing Agreement is on file permanently with the Missouri Ethics Commission, normally filed with the specific committee file.

*Approval Date:*

8/24/2005

## 028.009

### Candidacy Records

*Also Called:*

Declaration of Candidate for Nomination; Declaration of Intent of Write-in Candidate; Candidate Withdrawal; Filing Fee Receipt

*Function:*

Notification from candidates of their intention to either run for office or withdraw from an election, and receipts showing that the fee required for filing for candidacy has been paid.

*Content:*

May include, but is not limited to: name of county; date of declaration; name of candidate; precinct; ward (if applicable); town, city, or township; office of candidacy; party affiliation (if applicable); name and date of election; affirmation of no outstanding campaign financial disclosure reports due from prior elections; candidate's signature; name printed or typed as desired on ballot; affirmation of truth of information (signature); date of affidavit; notary public information or name of officer accepting declaration or withdrawal; county seal. Receipts generally contain date; name of candidate; office sought; amount of fee; to whom it will be submitted (unless paid directly to party); person accepting fee. The candidate receives the original receipt; copies go to the county clerk and the treasurer of party or district.

*Minimum Retention:*

22 months\*

*Disposition:*

Destroy

*Note:*

\*Non-federal election materials may be destroyed when 1 year old; the election authority must consider the caveats in RSMo 115.493.

*Approval Date:*

8/24/2005



## 028.010

## Certificate of Ballots

*Also Called:*

Certificate of Ballot Cards

*Function:*

Used to document that the number of ballots delivered to a precinct, less the number of voted, spoiled and rejected ballots, equals the number of ballots returned to the election

*Content:*

May include, but is not limited to: date; ward and precinct; county; number of ballot cards (by card color) delivered to precinct; number of spoiled or rejected ballot cards; number of damaged or defective cards; number of voted cards; number of not-voted cards; number of ballots to be counted; number of signed voter identification certificates; number Absentees to count; signatures and addresses of election judges; transfer case outgoing and return seal numbers; signatures of two members of receiving team; time ballots received by receiving team. May also include Certificate of Inspection, which certifies that the ballots are correct, the vote recorders are intact and correctly placed, and the polling place is in proper order and ready to open.

*Minimum Retention:*

22 months\*

*Disposition:*

Destroy

*Note:*

\*Non-federal election materials may be destroyed when 1 year old; the election authority must consider the caveats in RSMo 115.493.

*Approval Date:*

8/24/2005

## 028.011

## Certificate of Election

*Also Called:*

An official document presented to the successful candidate of an elected office.

*Function:*

May include, but is not limited to: county; name of election; date of election; name of candidate; statement of election to specific office; name and signature of county clerk; date

*Content:*

*Minimum Retention:*

Reference

*Disposition:*

Destroy

*Note:*

Candidate receives original; office may retain a copy.

*Approval Date:*

8/24/2005

## 028.012

## Certificate of Election Results

*Also Called:*

Precinct Summary; Final Report; Cumulative Totals Election Results; Abstract of Votes; Abstract of Votes Cast (obsolete forms S, A, J, G, L, R).

*Function:*

Summary reports of number of all votes cast and vote percentage per candidate (or per proposition or question) per precinct, and per county.

*Content:*

May include, but is not limited to: election name and date; county; ward and precinct; total registered voters in precinct, county; total valid ballots; total ballots; order than precinct was counted; party ballot distinction; candidates' names for each party; total votes for each county per precinct and percent; total vote and percentage in county (per candidate) as precincts have been counted; number of precincts to be counted; old abstract forms have affidavit by clerk with signature, date, and seal.

*Minimum Retention:*

Retain permanently the best and most complete record of election result information. Dispose of others when no longer needed.

*Disposition:*

Archive, microfilm optional

*Note:*

*Approval Date:*

8/24/2005

**028.013****Certification of Election Results to Political Subdivisions**

*Also Called:*

Certification of Election Results by Clerk to Directors of Political Parties or Clerks of Districts; Certificates of Votes Cast

*Function:*

Record copy of a form sent from the County Clerk to directors of political parties or clerks of various districts (school, water, fire, etc) notifying them of the total number of votes each candidate of that party or district received, or the number of "yes" and "no" votes a question or proposition received.

*Content:*

May include, but is not limited to: name of director or clerk to whom form is being sent; name of party or district; name and date of election; name of office for election, or question or proposition; candidates' names (if applicable); number of votes received for each candidate, or precinct names and number of yes/no votes received in each precinct for proposition in question; date of certification; signature of clerk/election authority.

*Minimum Retention:*

22 months\*

*Disposition:*

Destroy

*Note:*

\*Non-federal election materials may be destroyed when 1 year old; the election authority must consider the caveats in RSMo 115.493. The minimum retention applies if all information is included in the Official Return of Election.

*Approval Date:*

8/24/2005

**028.014****Certification of Write-In Votes Cast**

*Also Called:*

Certification of Write-In Votes for Persons Who Have Filed a Declaration of Intent

*Function:*

A certified summary of write-in votes for declared write-in candidates, submitted by the county clerk to the Secretary of State.

*Content:*

May include, but is not limited to: county; name and signature of election authority; name and date of election; office for election; candidate(s) name(s); number of votes per candidate; city of election authority; date of certification; county seal.

*Minimum Retention:*

22 months\*

*Disposition:*

Destroy

*Note:*

Official copy is sent to Secretary of State; one copy is retained by the election authority. Information from this record is included in Certificate of Election Results. \*Non-federal election materials may be destroyed when 1 year old; the election authority must consider the caveats in RSMo 115.493.

*Approval Date:*

8/24/2005

**028.015****Change of Address in County**

*Also Called:*

Address Transfer; Application for Voter Registration Transfer.

*Function:*

Written notification from a registered voter to the County Clerk of a change of residence/mailling address within the county.

*Content:*

May include, but is not limited to: date of notification; ward/twp; precinct; name in full; current address (street, city, zip); mailing address; daytime phone number; school district; representative district; commissioner district; water district; fire district; previous address; signature or mark of voter.

*Minimum Retention:*

5 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

8/24/2005

**028.016****County Committeemen and Committeewomen List**

*Also Called:*

Established Committee Party's Committeeman and Committeewoman Elected by Party

*Function:*

Provides names and addresses of each established political party's membership.

*Content:*

May include, but is not limited to: name of established political party; year; county; names and addresses of committee officers; names and addresses of committee persons for each township or ward.

*Minimum Retention:*

5 years

*Disposition:*

Destroy

*Note:*

Copies sent to Secretary of State and chairmen of parties.

*Approval Date:*

8/24/2005

**028.017****Election Expenses**

*Also Called:*

Election Expense Ledger; Statement of Election Cost Estimate; Statement of Election Cost; Payroll Sheet for Election Judges; Election Expense Worksheet; Compensation Review Summary

*Function:*

Records documenting the expense of administering an election.

*Content:*

Election worker expense may include, but is not limited to: name and date of election; name, address, and social security number of election worker; hours worked; miles traveled; total amount owed to worker. Political subdivision expenses may include, but are not limited to: charge for percentage of registered voters; printing and services; legal advertisements. Other election expenses may include, but are not limited to: costs for polling place rental; computer programming; equipment lease/rental; delivery/set up; postage; absentee supplies; polling place supplies; miscellaneous supplies; summary amounts of costs incurred by State of Missouri for a particular election.

*Minimum Retention:*

Completion of audit

*Disposition:*

Destroy securely

*Note:*

Check federal retention requirements for HAVA grant funds.

*Approval Date:*

8/24/2005

**028.018****Election Notices**

*Also Called:*

Affidavits of Publication; Proof of Publication.

*Function:*

Posted or published bulletins or announcements that inform the public about various elements of an election, as required by state statute; also includes records which document the time, place, and manner of notice.

*Content:*

Content of notices may include, but is not limited to: name and date of election; offices up for election; slate of candidates and/or issues; polling locations and hours of operation; deadlines for candidate filing, voter registration, and requests for absentee ballots; name of election authority. Content of affidavits of publication may include, but is not limited to name and signature of publishing company official; office held in said company; name of newspaper; number of times published; dates of publication; fee; signature and date of notary public; copy of published document.

*Minimum Retention:*

22 months\*

*Disposition:*

Destroy

*Note:*

\*Non-federal election materials may be destroyed when 1 year old; the election authority must consider the caveats in RSMo 115.493. Check with audit schedule. Possible historical

*Approval Date:*

8/24/2005

**028.019****Election Ward, Precinct and Street Maps**

*Also Called:*

Boundary Maps

*Function:*

Maps that outline and detail ward and precinct boundary lines.

*Content:*

May include, but is not limited to: county lines; precinct lines and designations; towns; streets; roads; creeks; rivers; bodies of water; color schemes for various districts and sub districts (nursing homes, ambulance, school, road, fire and sewer); identification of township, county court district, and state representative district.

*Minimum Retention:*

Permanent

*Disposition:*

Archive, microfilm optional

*Note:*

Vital Record; recommend keeping off-site copies of current maps. Also recommend all maps be dated.

*Approval Date:*

8/24/2005

**028.020****Miscellaneous Reports Produced from Voter Registration Database**

*Also Called:*

Voter Registration Deletion Report; Postal Canvas Deletions Report; Inactive Registrants Archived

*Function:*

Reports documenting voters in inactive or removable status, derived from information provided by registrant or postal canvas.

*Content:*

May include, but is not limited to: registrant identification number; registrant name; status (inactive or removable); reason code; election list; registration source; precinct; residence address; mailing address; date of status.

*Minimum Retention:*

5 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

8/24/2005

**028.021****Notification of Election of County Officers**

*Also Called:*

County Offices - Elect

*Function:*

Notification sent to the Secretary of State of the names of successful candidates for county offices; used to prepare commissions.

*Content:*

May include, but is not limited to: county; name of election authority; name and date of election; name of newly elected official with prefix (Mr., Mrs. Ms.); political party; office elected to; term of office; date, signature, and city of election authority; certification of election authority that county officers-elect have filed all reports as required by statute; seal.

*Minimum Retention:*

1 year from expiration of term

*Disposition:*

Destroy

*Note:*

Official copy is sent to Secretary of State. Recommend office retain one copy for historical purposes.

*Approval Date:*

8/24/2005

**028.022****Oaths of Election Workers**

*Also Called:*

Oath of Election Judge; Oath of Challenger or Watcher.

*Function:*

Sworn statements by appointees attesting that they will faithfully carry out their assigned

*Content:*

May include, but is not limited to: voting precinct name or number; name and signature of affiant; sworn statement pertaining to support of the US and Missouri constitutions and/or performance of duties; signature of election authority.

*Minimum Retention:*

22 months\*

*Disposition:*

Destroy

*Note:*

\*Non-federal election materials may be destroyed when 1 year old; the election authority must consider the caveats in RSMo 115.493.

*Approval Date:*

8/24/2005

**028.023****Official Return of Election by Verification Board**

*Also Called:*

Official Return of Election by Verification Board for Candidates; Official Return of Election by Verification Board for Propositions and Questions

*Function:*

A corroboration of the final calculation of election results by a team of individuals representing the two major political parties, independent of the election authority.

*Content:*

May include, but is not limited to: name and date of election; county; office being voted for; political party or ward; candidates' names; number of votes received per candidate; date of certification; signatures of verification board members; signature of county clerk/election authority. In the case of propositions and questions, the question or proposition is stated instead of the position/office up for election; precinct names and number of yes/no votes received per precinct replace candidates' names and number of votes received.

*Minimum Retention:*

Permanent

*Disposition:*

Archive

*Note:*

*Approval Date:*

8/24/2005

**028.024****Precinct Recount Certification**

*Also Called:*

Certified election recounts

*Function:*

1) Documentation of the electronic and manual recounts of the ballots of one chosen precinct, township or ward, routinely conducted by members of the recount certification teams following every election. 2) Records relating to the request for and conduct of a court

*Content:*

May include, but is not limited to: name and date of election; precinct chosen for recount; results of recount listing parties, candidates, office, official count, recount; ballot issue names and number of yes and no votes; date of recount; signatures of Republican member and Democratic member; recount requests; recount notices; requests for specific counting method; records of recount costs.

*Minimum Retention:*

Retain precinct recount 22 months\*. Retain court ordered recount records permanently.

*Disposition:*

Permanent records: Archive. Other records: Destroy.

*Note:*

\*Non-federal election materials may be destroyed when 1 year old; the election authority must consider the caveats in RSMo 115.493.

*Approval Date:*

8/24/2005

**028.025****Precinct Register**

*Also Called:*

Precinct Roster; Poll Book.

*Function:*

Documents the official listing of all eligible registered voters in the precinct for a particular election, and is used to record the voting history of all voters who vote in the election. The permanent Voter History of Election by Precinct Report is produced from this record.

*Content:*

May include, but is not limited to: process date; print date; name of county; precinct number; name and date of election; registrant ID number; status of registrant (active/inactive) and reason for inactive status; bar code for each registrant; ballot style; registrant name and residence; voter initials to verify residence; judges' initials; signature of voting registrant; date of birth; voter number assigned for election; notations of changes made by election

*Minimum Retention:*

22 months\*

*Disposition:*

Destroy

*Note:*

Not to be confused with precinct summary and final reports, or electronic voter registration files. \*Non-federal election materials may be destroyed when 1 year old; the election authority must consider the caveats in RSMo 115.493.

*Approval Date:*

8/24/2005

**028.026****Precinct/Poll Location Records**

*Also Called:*

Lists of polling or precinct places

*Function:*

Provides lists of addresses of polling location sites; also includes contact information for arrangements for use, and copies of any documents required for the use of a site.

*Content:*

May include, but is not limited to: name and address of facility; name of contact person; phone number; contracts.

*Minimum Retention:*

Reference

*Disposition:*

Destroy

*Note:*

*Approval Date:*

8/24/2005

**028.027****Deleted Voters**

*Also Called:*

Those Who Have Moved from the County; Duplicate Cards from Duplicate Registration Report; Deceased; Disenfranchised Voters; Felony Convictions; Incapacitated Voters.

*Function:*

This record series consists of voter registration cards that have been removed from the registry system as a result of information obtained from one of the following sources: the voter at issue, a family member of the voter, other election authorities, the courts, the Secretary of State, state agencies such as the Dept of Health and Senior Services,

*Content:*

See Voter Registration Record.

*Minimum Retention:*

15 years from date of removal, see note

*Disposition:*

Destroy securely

*Note:*

Records are placed in Deleted or Disqualified status. Disqualified is status used for felons and is not purged--except for those convicted of a felony or misdemeanor connected with voting infractions, voting rights cannot be restored, per RSMo 115.133.2(3). Deleted is status used for voters. Records with deleted status are not purged until 15 years have passed

*Approval Date:*

8/25/2009

**028.028****Deleted Voters, Information on***Also Called:*

Disenfranchised Voter Information; Reports of Felony Convictions; Reports of Incapacitated Adults; Cancellation of Previous Registration; Those Who Have Moved from the County; Death Report from MO Dept of Health and Senior Services; Obituaries; Duplicate

*Function:*

This record series consists of lists or notices sent from authoritative sources such as Circuit/Probate Courts, the Dept of Health and Senior Services, or the Secretary of State, to notify the County Clerk of persons that have deceased, been adjudicated mentally incompetent, or been convicted of a felony, and are therefore no longer eligible to vote in the county. Also included are voter cancellation forms sent by voters who have moved and registered in another voting jurisdiction; notification records received from other voting jurisdictions of names of individuals who have registered in another county or state; and duplicate registration reports produced by the Centralized Voter Registration Database.

*Content:*

May include, but is not restricted to, date of report; full name of voter to be removed; alias; address; date of birth; gender and race (of deceased); case number (for felon or incapacitated person); date of conviction or death; place of death; social security number; other various identifying numbers and codes; old address (for those that have moved from the county); and in the case of a cancellation of previous registration form, signature of

*Minimum Retention:*

15 years from date of removal, see note

*Disposition:*

Destroy securely

*Note:*

Records are placed in Deleted or Disqualified status. Disqualified is status used for felons and is not purged--except for those convicted of a felony or misdemeanor connected with voting infractions, voting rights cannot be restored, per RSMo 115.133.2(3). Deleted is status used for voters. Records with deleted status are not purged until 15 years have passed

*Approval Date:*

8/25/2009

**028.029****Secretary of State Reports and Surveys***Also Called:*

Precinct correspondence; County Audit Report; Registrant Counts by Precinct; Election Night Reporting Survey; Verification of Final Unofficial Election Results; NVRA Statistical Reports; Absentee Voting Procedure Questionnaire; Vote Tabulation Equipment Certificate; Election Authority's Certification Statement

*Function:*

Various reports and surveys to the Secretary of State, pertaining to voter registration, voting equipment, election night reporting, and other subjects involving the conduct of an election.

*Content:*

May include, but is not limited to: type of vote tabulation equipment and software; number of voter registration applications from various sources; number of duplicate applications; number of new valid registrations; number of deleted registrants; number of precincts reporting to clerk for each contested race in an election; number of active registrants per precinct; number of inactive registrants per precinct; number of not eligible registrants per precinct; number of suspense registrants per precinct; number of removable registrants per precinct; election night contact information; verification of agreement of ending vote tabulations with Secretary of State's election result database.

*Minimum Retention:*

Retain equipment documentation for as long as equipment is in use. Retain NVRA reports 22 months\*. Retain all other documents as reference only.

*Disposition:*

Destroy

*Note:*

\*Non-federal election materials may be destroyed when 1 year old; the election authority must consider the caveats in RSMo 115.493.

*Approval Date:*

8/24/2005

**028.030****State Redistricting Records**

*Also Called:*

State Representative Redistricting Maps and Reports; State Senatorial Redistricting Maps and Reports

*Function:*

Documents census data and resultant changes to electoral districts.

*Content:*

Maps delineating district boundaries; census information by county.

*Minimum Retention:*

Until superseded. Review for historical value.

*Disposition:*

Retain permanently those with historical value, destroy all others.

*Note:*

*Approval Date:*

8/24/2005

**028.031****Statewide Initiative Petitions**

*Also Called:*

*Function:*

Certification of the number of valid, invalid, and duplicate signatures on a petition submitted to the Secretary of State.

*Content:*

May include, but is not limited to: type of petition; election year; name of election authority; number of signatures found valid as "R"; number of signatures found valid as "RDA"; number of signatures found invalid as "NR"; number of signatures found invalid as "WA"; number of signatures found invalid as "WS"; number of duplicate signatures; total number of signatures checked; signature of election authority; date signed.

*Minimum Retention:*

3 years from time of verification

*Disposition:*

Destroy

*Note:*

*Approval Date:*

8/24/2005

**028.032****Tally Book**

*Also Called:*

Tally sheets; tally lists; write-in tally books.

*Function:*

Work sheets or books used by the election judges in counting and keeping track of votes cast at the time ballots are opened and read.

*Content:*

May include, but is not limited to: name and date of election; ward/precinct; township; county; offices to be elected; names of candidates; numbered spaces for tally marks; oaths and signatures of judges, watchers and challengers; certificate (and signatures) of judges at close of election.

*Minimum Retention:*

22 months\*

*Disposition:*

Destroy

*Note:*

\*Non-federal election materials may be destroyed when 1 year old; the election authority must consider the caveats in RSMo 115.493.

*Approval Date:*

8/24/2005



**028.033****Voter Affidavits**

*Also Called:*

Affidavit of Federal Absentee Voter (Federal ballot envelope); Affidavit of Registered Absentee Voter (absentee voter envelope); Affidavit of Qualifications of Non-registered Voter; Affidavit of Identification of Registered Voter; Voter's Identification Affidavit; Affidavit of Provisional Ballot (provisional ballot envelope); and any other affidavits of voters.

*Function:*

Sworn statements made by voters or election officials affirming voters' legal eligibility to vote in a specific election. These include affidavits made by voters requesting absentee ballots, and those made at the time of a challenge of a voter's right to vote.

*Content:*

May include, but is not limited to: name of voter; statement of legal eligibility to vote; reason for voting absentee; address; signature of voter; certifications and signatures of election officials or other registered voters, dependant on type of affidavit.

*Minimum Retention:*

22 months\*

*Disposition:*

Destroy

*Note:*

\*Non-federal election materials may be destroyed when 1 year old; the election authority must consider the caveats in RSMo 115.493.

*Approval Date:*

8/24/2005

**028.034****Voter Certificates**

*Also Called:*

Voter Certificates Signed by Voter Receiving Ballot; Voter's Identification Certificates

*Function:*

In counties using binders as the precinct register, these certificates, signed by the voter and initialed by two election judges of different political parties, shall constitute the poll list from each precinct.

*Content:*

May include, but is not limited to: type and date of election; ward/precinct; township; county; signature and address of registered voter; voter's number; initials of two election judges of different political parties verifying satisfactory identification of the voter.

*Minimum Retention:*

22 months\*

*Disposition:*

Destroy

*Note:*

\*Non-federal election materials may be destroyed when 1 year old; the election authority must consider the caveats in RSMo 115.493.

*Approval Date:*

8/24/2005

**028.035****Voter History**

*Also Called:*

Post Voting Reports; Final Election Turnout Roster

*Function:*

Documentation of who voted in any particular election, either in paper report form by precinct, or electronic form by precinct, election, or individual registrant.

*Content:*

May include, but is not limited to: name and number of precinct; name and date of election; registrant ID (number and barcode); voting indicator (yes/no); registrant name and residence; birth date; gender; precinct changed (yes/no).

*Minimum Retention:*

Keep any local printout reports as needed for reference.

*Disposition:*

Destroy

*Note:*

The official electronic record copy is maintained by the Missouri Centralized Voter Registration Database.

*Approval Date:*

8/24/2005

**028.036****Voter Registration Record**

*Also Called:*

Voter Registration Application; Voter Registration Cards; Electronic Voter Registration

*Function:*

Official registration record upon acceptance by local election authority.

*Content:*

May include, but is not limited to: verification of US Citizenship; verification of eligible age; new registration box; address change box; name change box; registration number; full name; suffix (Jr, Sr, I, II, III, IV); gender; address of residence; mailing address (if different); last 4 digits of social security number; driver's license; date of birth; place of birth (optional); daytime phone number (optional); name and address on last voter registration (if currently registered in another state); affidavit of legal right to register; date and signature of applicant; section to be completed by rural voters living outside city limits of any city specifying the following: miles and direction of residence from landmark or junction; section, township and range; and names of neighbors; box to mark if interested in working as an

*Minimum Retention:*

Retain until 5 years after being designated as a removed voter.

*Disposition:*

Destroy securely

*Note:*

The Voter Registration Application is normally used as the official record after acceptance, however some counties use their own version of a registration card, which may vary in

*Approval Date:*

8/24/2005

**028.037****Voter Registration Record - Duplicate**

*Also Called:*

Duplicate Voter Registration Card; Duplicate Voter Registration Application

*Function:*

A voter registration card, usually created at one of the satellite registering offices, which is found to be identical to a previously filed registration.

*Content:*

See Voter Registration Records.

*Minimum Retention:*

Retain 3 months after submission of NVRA (National Voter Registration Act) biannual report.

*Disposition:*

Destroy

*Note:*

*Approval Date:*

8/24/2005

**028.038****Voter Registration Form Worksheet**

*Also Called:*

*Function:*

An in-house form used by some offices for applicants who register directly with the election authority. The information is later transferred to a permanent registration card, which was pre-signed by the applicant.

*Content:*

See Voter Registration Records; may include additional information about school, water and fire districts.

*Minimum Retention:*

22 months\*

*Disposition:*

Destroy

*Note:*

\*Non-federal election materials may be destroyed when 1 year old; the election authority must consider the caveats in RSMo 115.493.

*Approval Date:*

8/24/2005

**028.039****Youth Election Participation Program Records**

*Also Called:*

Youth Election Participant List; Student Election Participant Form; Youth Election Participant Oath; Student Nomination Form; Student Poll Worker Report

*Function:*

Records pertaining to the nomination, appointment, oath, duties and conduct of a youth election participant.

*Content:*

May include, but is not limited to: student name; contact information; social security number; birth date; name of high school; email address; polling place assignment; oath affirming an understanding of duties and responsibilities; name and contact information of school administrator or teacher submitting nomination; election date; hours of work; rating of work behavior and attitude by election supervisor; signature of supervisor.

*Minimum Retention:*

22 months\*

*Disposition:*

Destroy securely

*Note:*

\*Non-federal election materials may be destroyed when 1 year old; the election authority must consider the caveats in RSMo 115.493.

*Approval Date:*

8/24/2005

**Obsolete****Certificate of Canvassers of Absentee Vote**

*Also Called:*

*Function:*

A complete list of votes cast by absentee voters for each candidate, as certified by appointed canvassers.

*Content:*

May include, but is not limited to: name and date of election; county; statement of law; oath of canvassers with signatures of canvassers and election authority; date of signatures; name of candidates or questions; party; office (or For or Against the Question); number of votes received; statement of certification with signatures of canvassers and election authority and date.

*Minimum Retention:*

22 months\*

*Disposition:*

Destroy

*Note:*

\*Non-federal election materials may be destroyed when 1 year old; the election authority must consider the caveats in RSMo 115.493. Obsolete record series.

*Approval Date:*

8/24/2005

**Obsolete****Poll Book**

*Also Called:*

*Function:*

Summary of a specific election by precinct.

*Content:*

May include, but is not limited to: name and date of election; precinct, township, county; oath and signatures of election judges; oath and signatures of election clerks; number and names of voters; certificate of judges and clerks for number of voters; number of votes per candidate; signatures of judges; date.

*Minimum Retention:*

Review for historical value.

*Disposition:*

Retain those records deemed to have historical value; Other records: destroy

*Note:*

Obsolete record series, in oversized booklet form; not to be confused with Precinct Register.

*Approval Date:*

8/24/2005